

7 OCTOBER 1994



Personnel

**AIR FORCE ASSOCIATION MANAGEMENT
AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFMC/DPAP (Mrs. Theresa Patrick) Certified by: HQ AFMC/DP (Lt Col Jay L. Clark)
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This instruction implements AFPD 36-28, *Awards and Decorations*. It explains guidelines on nomination preparations for the Air Force Association Management Awards to include eligibility, preparation of the nomination and presentation of awards. This instruction does not apply to US Air Force Reserve or Air National Guard units or members.

SUMMARY OF REVISIONS

This revision replaces AFMCR 900-6, *Air Force Association Logistics Management Awards*. It establishes the AF Form 1206, **Nomination for Award**, as the nomination form for award submissions.

1. Policy . This awards program is administered by HQ AFMC and applies to both military and civilian personnel assigned to AFMC. A total of three Air Force Association (AFA) awards are presented each year.

2. Period. The period covered by this award is 1 January-31 December.

3. Eligibility. Eligible categories for submission are:

LEVEL OF ELIGIBILITY		
Award	Military	Civilian
Executive Division	Col	GS/GM-15
Middle Division	Maj and Lt Col	GS-12, GS/GM 13-14
Junior Division	Lt and Capt	GS-9-11

4. Procedures:

4.1. The nomination package is due to HQ AFMC/DP no later than 1 March of the subsequent year. The AFA makes their selections between June-September of each year. Nominees should have one year retainability at time of nomination. The nominee must have achieved one or more of the following:

- 4.1.1. Eminently successful administration of an activity that was established to fulfill an emergency or highly urgent requirement.
- 4.1.2. Development of a system or ideas that either resulted in substantial financial gains or savings or provided more effective support.
- 4.1.3. Development or application of a concept that resulted in the reorientation of major functions toward objectives projected several years into the future (e.g., research or exploratory development or logistics support of projected weapons systems or organization for automation).
- 4.1.4. Substantial contribution to the improvement of human relations, employee motivation, or esprit de corps.
- 4.1.5. Management of an activity in a manner clearly exceptional in comparison with others in similar activity or activities of similar scope of responsibility.
- 4.1.6. Outstanding success in representing AFMC in pursuance of its mission, in association with industries, industrial organizations, the general public, HQ USAF, DoD, and congressional committees, and other activities.

5. Nomination Procedures. Commanders of AFMC field units reporting directly to HQ AFMC, and command directors' offices at HQ AFMC may submit one nomination for each of the three awards.

- 5.1. Prepare nomination (original and three copies) using the AF Form 1206. Limit the nomination write-up to one single-spaced typewritten form. Use 10 or 12 pitch only. Do not sign the form.
- 5.2. Prepare a biographical sketch (original and three copies) in the format shown in [Attachment 1](#). Do not exceed one typewritten page.
- 5.3. Prepare a single-spaced typewritten citation (original and three copies) in the format shown in [Attachment 2](#).
- 5.4. Photographs are not required.
- 5.5. Classified or posthumous nominations are not acceptable.
- 5.6. Provide a cover letter signed by the commander or vice commander of field units, or command directors or deputies.

6. Selection Procedures. The AFMC Awards and Decorations Board will review all nominations and submit their recommendation to the AFMC Commander or Vice Commander who makes the final determination.

7. Presentation of Awards. Awards consist of a plaque and citation presented each year by the AFA at their annual national AFA Convention held in September. Ample notification of time and place of presentation will be given to the appropriate commanders and award recipients.

7.1. Military recipients of these awards are authorized to wear the Air Force Recognition Ribbon, and civilian recipients may wear the lapel pin (authority granted by AFI 36-2805, paragraph 1.8.).

DAVID P . ROGERS, Colonel, USAF
Director, Personnel

Attachment 1

BIOGRAPHICAL SKETCH

NAME:

DATE AND PLACE OF BIRTH:

EDUCATIONAL BACKGROUND:

TRAINING:

JOB EXPERIENCE:

PREVIOUS AWARDS:

Attachment 2

CITATION

**CITATION TO ACCOMPANY THE AWARD OF
THE AIR FORCE ASSOCIATION
EXECUTIVE DIVISION MANAGEMENT AWARD
TO
JACK R. SMITH**

Mr. Jack R. Smith distinguished himself by exceptionally meritorious service as Deputy Chief, Item Management Division, Ogden Air Logistics Center, Hill Air Force Base, Utah, from 1 January 1994 to 31 December 1994. During this period, Mr. Smith's dedicated leadership and exceptional management ability contributed significantly to the efficiency, economy, and general improvement of Air Force logistics programs. He developed superior logistics controls and support plans that greatly improved existing and new space age commodity items that resulted in exceptional cost savings. The distinctive accomplishments of Mr. Smith reflect credit upon himself and the United States Air Force.